

Reviewer:

[illegible]

a	Staff must meet requirements for paraprofessional in 10A NCAC 27G .0100-.0200 or in Licensed Developmental Day Programs staff have at least a high school diploma or high school equivalency supervised by a Qualified Professional or Associate Professional	Program description; Personnel Manual; job descriptions					Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met.				
b	Staff must meet client specific competencies as identified by the individual's plan of care.	Program description; Personnel Manual; job descriptions					Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met; documentation that client specific training has been provided as identified in the Plan of Care; copy of Plan of Care.				
c	Direct Care Staff must have criminal record check	Program description; Personnel Manual; job descriptions					Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met; copy of criminal record check.				
d	Staff must have a health care registry check in accordance with 10A NCAC 27 G.0200.	Program description; Personnel Manual; job descriptions					Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met; copy of				

							healthcare registry check.				
e	Staff who is providing transportation, will have a driver license check.	Program description; Personnel Manual; job descriptions					Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met; copy of driver's license check.				
	Service Type/Setting										
a	Home and community supports are provided in the home, family home or community of the participant	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation of appropriate programming.				
	Program/Clinical Requirements										
a	Home and Community supports provides habilitation, training, and instruction coupled with elements of support, supervision and engaging participation to reflect the natural flow of the person's day	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation of appropriate programming.				
b	Interactions with the person are designed to achieve outcomes identified in the Plan of Care	Program description; policies and procedures.					Program description, policies and procedures; and service notes documenting implementation of appropriate programming; copy of approved Plan of Care.				
c	The community component may	Program					Program description,				

	be used to provide an individual with a personal day program. The program is structured and meets the outcomes identified in the Plan of Care.	description; policies and procedures.					policies and procedures; and service notes documenting implementation of appropriate programming; copy of approved Plan of Care.				
d	The community component may be utilized by an individual residing in a residential facility but must not include training & habilitation activities that are expected of the residential provider.	Program description; policies and procedures.					Program description, policies and procedures; and service notes documenting implementation of appropriate programming; copy of approved Plan of Care.				
Documentation Requirements											
a	Documentation on a grid to include: full date the service was provided, goals that are being addressed; a number or letter as specified in the key which reflects the intervention/activity; a number or letter as specified in the key which reflects the assessment of the consumer's progress toward goals; duration, when required; and initial so the individual providing the service. Initials shall correspond to a signature on the signature log section of the grid.	Service Record; Policy and Procedure Manual					Evidence of documentation according to Service Records Manual.				